

(Positions for Contractor Personnel)
Statement of Work for Student Services Award (revised)
(DIRECT PURCHASE ORDERS TO INDIVIDUAL GRADUATE STUDENTS¹)
United States Environmental Protection Agency
Office of Research and Development
Integrated Risk Information System (IRIS) Program

Human Health Risk Assessment Support Activities

RFQ# DCN 2H8X06

Project Description:

The National Center for Environmental Assessment's (NCEA) Integrated Risk Information System (IRIS) Program in the office of Research and Development (ORD) seeks immediate applications for two post-doctoral research positions. These non-laboratory, post-doctoral positions are ideal for scientists interested in the application of toxicological, epidemiological and environmental data to support development of human health risk assessments and science policies related to risk assessment.

IRIS was initially developed for EPA staff in response to a growing demand for consistent information on chemical substances for use in risk assessments, decision-making and regulatory activities. The information in IRIS is intended for those without extensive training in toxicology, but with some knowledge of health sciences. IRIS is conducting development of human health risk assessment documents such as new IRIS Summaries and Toxicological Reviews to characterize the effect of environmental contaminants on human health.

Period of Performance

Up to 12 months, estimated between May 2008 and April 2009

Up to 40 hours per week

Total potential hours initially: Maximum of 1250

Renewal potential: May be extended for an additional 1 year.

Description of Services to be Performed by the Recent Graduate:

The project for which the recent graduate is needed involves evaluating the scientific literature and toxicological databases for information relevant to developing human health risk assessment documents. The graduate student or recent graduate will be expected to participate in a range of scientific staff efforts, perform spreadsheet analyses, operate computers and copiers, perform QA/QC evaluations, perform library research (via the Internet), enter data into spreadsheets, and perform other duties as required of the position and keep the Mentor informed about progress via oral or written progress reports as necessary but at least bi-weekly. All documents will be developed according to guidelines, style manuals, and other specifications including direction provided by the Mentor. The contractor will not be required to drive Government vehicles as part of their duties. The graduate student or recent graduate will maintain careful, easily legible, and accurate records in a Laboratory Notebook, electronic journal, or by other means acceptable to

¹ Authority: FY2003 Consolidated Appropriation Resolution (P.L. 108-7); <http://tinyurl.com/O>

the Mentor. This notebook or journal and all data produced under this order will be the property of the Environmental Protection Agency.

Under the NCEA Quality Management Plan, the IRIS Program is continually striving to ensure that all environmental data generated or used by NCEA employees:

- are scientifically sound,
- legally defensible, and
- of known and acceptable quality for their intended uses.

Thus, the incumbent will be expected to maintain professionalism in a manner that supports the QA functions and responsibilities of the IRIS Program by following established QA procedures and protocols.

Required Expertise, Skills, Education and/or Experience:

Applicants with graduate degrees in ecology, biology, human health, toxicology or social science disciplines pertinent to the broad scope of human health risk assessment and risk management are encouraged to apply. Priority research interests currently include the following:

- Ecology/Ecotoxicology/Conservation Biology: Background in general ecology, ecosystems, ecotoxicology, conservation biology or a related field;
- Toxicology/Health Sciences: Emphasizing mechanisms of toxicity, quantitative biological or pharmacokinetic modeling, genomics/proteomics, and respiratory, molecular or immunotoxicology; exposure assessment: focusing on contaminant fate modeling and simulation, aggregate and cumulative exposure, and use of physiological and biochemical markers;
- Biostatistics: Focusing on the application of statistics and quantitative practices to analysis of human health and ecological risk assessment issues;
- Socio-economics and risk communication: Emphasizing the increasing role of economics and societal/cultural values in shaping environmental decision-making and working more effectively with the public;
- Epidemiology: Focusing on evaluation and interpretation of epidemiology (cancer and/or noncancer) data/studies applicable to risk assessment of environmental chemicals and development of methods/tools to reduce uncertainties in human health risk assessment.

Required Background Investigation and Suitability Determination:

Graduate student contractors awarded a contract are required to undergo a background investigation, a check of FBI fingerprint files, and a suitability determination by the Environmental Protection Agency. Students awarded a contract will have to complete a Standard Form 85 (SF85) "Questionnaire for Non-Sensitive Positions" and Standard Form 87 (SF87) "Fingerprint Charts." All completed forms will be submitted to Contract Specialist, Thomas Martinez III, martinez.thomas@epa.gov, at least 14 business days after reporting to work. Fingerprints will either be taken at the ORD duty station (upon reporting for work) or students

will be notified to have their fingerprints taken at their local police department. If a background check reveals information to indicate the student represents a risk to the interests of EPA and the national security, the contract may be terminated.

Description of Working Conditions:

Work will be performed in an EPA indoor office environment using standard desktop computers and software with occasional meetings held at other local offices. The work site is located in the Washington, D.C. metropolitan area (Arlington, VA).

Compensation:

The rate of compensation for this contract is up to \$35.95² per hour for a person who received their Ph.D. (or equivalent) within the past 2 years. Rates will be adjusted up or down, depending on the rate scale in effect at the time of hire for the level of degree. The contract will begin approximately June/July 2008. The initial contract will be for one year with an option for an additional 12 months. The contract is for up to 40 hours per week not to exceed 1250 hours initially. The rate of compensation for this position includes the cost of self-employment taxes for social security and Medicare. Selected candidates **do not** receive a benefits package, such as health insurance, life insurance, retirement, or vacation or sick leave. Relocation expenses may be paid at the discretion of the Program.

This position is for 20-40 hours per week. Student contractors will be paid the basic hourly rate only for the number of hours worked and do not receive overtime premium for any hours worked beyond the 40-hour week.

Student contractors are responsible for all cost of transportation to and from the principal duty station location. The Government does not provide housing, meals, or other living expenses while working at the principal duty station. Travel away from the duty station is not anticipated.

Principal Duty Station:

U.S. Environmental Protection Agency
Two Potomac Yard (North Building)
2733 S. Crystal Drive N-7211
Arlington, VA 22202

Taxes:

The doctoral student or recent doctoral graduate is responsible for paying all Federal, State, or local income taxes required as a result of income received under this order.

Evaluation Criteria and Quality Assurance Requirements for the Student Services Contractor:

² <http://tinyurl.com/5u8jek>

Selection of candidates will be made based on expertise demonstrated in the *curriculum vitae* and interview as evaluated by the EPA using the Evaluation Form below in order to maintain the high professional level expected for the high-visibility IRIS Program.

**EPA SSA POST-DOCTORAL FELLOWS PROGRAM
EVALUATION FORM**

EVALUATION FACTORS FOR TOX STUDENT SERVICES CONTRACT DCN#2H7X28	
Evaluation Factors, in Order of Importance	Years/Hours/Months/GPA
1. Total YEARS of study (graduate and undergraduate) in biology, chemistry, biochemistry, ecology, toxicology, or environmental sciences	
2. Total COURSE HOURS in math/statistics	
3. Grade Point Average in biology/chemistry	
4. Total MONTHS of relevant employment/volunteer services	
5. Recommendations	
6. Interview by COR <ul style="list-style-type: none"> ○ Satisfactory completion of an undergraduate degree in biology, public health, toxicology, environmental chemistry, or a related field. ○ Coursework in areas relevant to biology, public health, toxicology, environmental chemistry, risk assessment or a related field. ○ Quality of academic work as reflected by GPA or other measures, such as scores on standardized tests, where appropriate. ○ Demonstrated interest in environmental and/or human health research. ○ Demonstrated organizational and administrative skills, based either on prior employment, paid or volunteer, or on school-based curricular or extracurricular activities. ○ Recommendations from professors and/or prior employers (elective). 	

Student Proposals shall include:

Students' or recent graduates' resumes and their proposed hourly rates based on a published compensation table² will serve as the proposal for student or recent graduate services requirements. The submitted resumes should be **no more than three (3) pages** in length, exclusive of the letters of recommendation and documentary evidence from USCIS, if appropriate, and contain the following information:

- A) Full legal name
- B) Mailing address
- C) Email address
- D) Telephone number
- E) Social Security Number
- F) Date of Birth
- G) Place of Birth
- H) Statement of college or university attended with dates and GPA (unofficial transcripts may be requested)
- I) Citizenship or immigration/visa status (if not U.S. citizen, documentary evidence from USCIS)
- J) Experience related to the description of tasks above (paid or volunteer work and academic)

Instructions for the Submission of Proposals

Interested students or recent graduates should submit their resume or statement of qualifications and rate proposal **electronically** to: Contract Specialist, Thomas Martinez III, martinez.thomas@epa.gov . The deadline for submissions is **2:00 pm Eastern Daylight Savings Time, July 16, 2008**. Students or recent graduates are responsible for submitting proposals so that they reach the Government office designated by the time specified.

Any proposal received at the Government office designated after the exact time specified for receipt is "late" and will not be considered unless it is received before award is made, and the ORD representatives determines that accepting the late offer would not unduly delay the acquisition and:

1. It was transmitted electronically and received at the initial point of entry to the Government infrastructure not later than 5:00 p.m., one working day prior to the date established for receipt; or
2. There is acceptable evidence to establish it was received at the Government installation and was under the Government's control prior to the time set for receipt; or
3. It was the only proposal received. However, a late modification of an otherwise successful proposal that makes its terms more favorable to the Government may be considered at any time it is received and may be accepted. Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the proposal wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

If an emergency or unanticipated event interrupts normal Government processes so that proposals cannot be received at the office designated by the exact time specified, and urgent

Government requirements preclude amendment of the announcement, the time specified for receipt will be deemed extended to the same time of day specified on the first work day on which normal Government processes resume.

The Government will make contract awards based on all other factors other than price (students'/recent graduates' knowledge and skills, academic and work experience -- training and course work as it relates to the services described in the Announcement) being significantly more important than price. **Personal interviews will be conducted with the most promising candidates by phone and/or in person.**

Central Contractor Registration

The student or recent graduate contractor selected for award must register with the Central Contractor Registration (CCR) and Dun and Bradstreet (D& B) (to obtain their Data Universal Number System (DUNS) number or DUNS +4.) Failure to register may adversely affect receiving an award or being paid. Student or recent graduate contractors are required to provide the following business information only once to this common Government-wide data source: their Taxpayer Identification Number (Social Security Number or Employer Identification Number), Electronic Funds Transfer (EFT) information, and DUNS number. To obtain a DUNS number, students or recent graduate contractors can call D& B at 1-866-705-5711 or contact D&B at <http://www.dnb.com/updte> . To register for the CCR, contractors can call 1-888-227-2423 or 296-961-5757 or contact CCR at <http://www.ccr.gov> . There is no charge to register for DUNS or CCR.

Required Clauses:

The following clauses will be applicable to the resulting contract. Full text of these clauses may be found at www.arnet.gov/far or <http://www.epa.gov/oamrfp12/ptod/epaar.pdf> .

Number Title Date

52.213-04 Terms and Conditions - Simplified Acquisitions July 2002
(Other than Commercial Items)

52.227-17 Rights in Data - Special Works June 1997

52.232-3 Payments under Personal Services Contracts Apr 1984

52.232-25 Prompt Payment Feb 2002

Number Title Date

52.232-33 Payment by Electronic Funds Transfer–Central May 1999

Contractor Registration

52.233-01, Alt.I Disputes - Alternate I July 2002

52.249-12 Termination - Personal Services Apr 1984

1552.209-70 Organizational Conflict of Interest Notification Apr 1984

1552.209-71 Organizational Conflicts of Interest Apr 1984

1552.211-79 Compliance with EPA Policies for Information Resources Oct 2000

1552.235-71 Treatment of Confidential Business Information Apr 1984

1552.235-73 Access to Federal Insecticide, Fungicide, and Apr 1996

Rodenticide Act Confidential Business Information Apr 1996

1552.235-75 Access to Toxic Substances Control Act Confidential Apr 1996

Business Information

1552.235-76 Treatment of Confidential Business Information (TSCA) Apr 1996

1552.235-77 Data Security for Federal Insecticide, Fungicide, and Dec 1997

Rodenticide Act Confidential Business Information
1552.235-79 Data Security for Toxic Substances Control Act Dec 1997
Confidential Business Information
1552.235-80 Access to Confidential Business Information Oct 2000

**Addendum to Statement of Work
Agency Personal Identity Verification Procedures
For Contractor Personnel**

Background:

Homeland Security Presidential Directive-12 (HSPD-12), signed by President Bush on August 27, 2004, sets forth the policy of the United States to enhance security, increase Government efficiency, reduce identity fraud, and protect personal privacy by establishing a mandatory, Government-wide common identification standard for Government employees and contractor employees for gaining physical access to Federally controlled facilities and logical access to Federally controlled information systems. Secure and reliable forms of identification (badge) are (a) issued based on sound criteria for verifying an individual employee's identity; (b) strongly resistant to identity fraud, tampering, counterfeiting, and terrorist exploitation; (c) rapidly authenticated electronically; and (d) issued only by providers whose reliability has been established by an official accreditation process.

The requirements of HSPD-12 are implemented through the Federal Information Processing Standards Publication (FIPS) 201 and guidance from OMB policy memorandum M-05-24, dated August 5, 2005. These policies require personal identity verification (PIV) and suitability determinations (background investigation) for all affected contractor and subcontractor personnel before issuance of a PIV Card (badge) when contract performance requires contractors to have physical access to a Federally controlled facility or access to a Federal information system.

In compliance with Federal requirements, a FAR case is in development. Pending publication, the FAR will require agencies to include their PIV procedures for contractor personnel that implement HSPD-12, FIPS PUB 201 and OMB guidance M-05-24, dated August 5, 2005, in solicitations and contracts that require the contractor to have physical access to a Federally controlled facility or access to a Federal information system. The FAR will also have an associated FAR clause "Personal Identity Verification of Contractor Personnel" that requires the contractor to comply with agency PIV procedures of contractor personnel that implement HSPD-12.

EPA has developed a master plan to implement the requirements of HSPD-12, FIPS 201, and OMB guidance, M-05-24. The plan provides for a phased in approach for facilities and information systems over several years, but must be completed for all affected contractor personnel by October 2007. Authentication of an individual's identity is a fundamental component of physical and logical access control processes. An accurate determination of identity is needed to make sound access control decisions. The procedures below are the agency's personal identity verification and suitability procedures to implement HSPD-12, FIPS PUB 201 and OMB guidance M-05-24, for contractor employees.

a) Contractor Requirements for Personal Identity Verification of Contractor Personnel.

All individual contractor and subcontractor employees (hereafter referred to as

“Contractor”) whose work under the contract requires physical access to an EPA controlled facility or logical access to an EPA information system for six months or longer, must be prepared to submit to a National Agency Check with Inquiries (NACI) or higher level investigation, if required, and have their fingerprints taken at an EPA designated facility. The background investigation is performed by the Office of Personnel Management (OPM) for EPA. Contractor employees shall provide all information required in the Standard Form (SF) 85P, Questionnaire for Public Trust Positions, and provide fingerprints. Only contractor employees who work on-site at the Agency for at least 24 hours a week for 6 months or longer will be eligible to receive credentials (Identification badge).

Contractor employees who have a favorably adjudicated Federal background investigation at the NACI level, or above, completed within the past 5 years, will not require an additional investigation unless one is requested by the contracting officer or the contracting officer’s representative (COR). However, these employees must still submit an SF 85P, but need only provide their name and social security number. All contractor employees must be fingerprinted at an EPA authorized site.

During performance of this contract, in accordance with EPA’s master implementation plan, the contractor will be notified that a NACI, or higher level investigation, and fingerprints are required under the contract. At that time, contractor employees will be required to submit a completed SF 85P. The contractor will be instructed of the date, place, and time for fingerprinting. The SF 85P is available online at:

<http://www.opm.gov/Forms/html/sf.asp>

The contractor employee must appear in-person at least once before the issuance of a PIV credential. When reporting in person to the EPA facility for fingerprinting, contractor employees must provide two forms of identity source documents in original form. The identity source documents must come from the list of acceptable documents included in Form I-9, OMB No. 1115-0136, Employment Eligibility Verification. At least one document shall be a valid State or Federal government-issued picture identification (ID).

EPA Contractor Badges. Until notified by the contracting officer or COR of the implementation of the PIV and suitability requirement for this contract, contractor employees will be issued EPA Contractor identification badges.

Foreign Nationals. Contractor employees who are foreign nationals requiring physical access to an EPA controlled facility, or access to an EPA information system for longer than six months, must submit an SF 85P and have their fingerprints taken at an EPA facility, as noted above. In addition, foreign nationals must submit proof of their official legal status in the U.S., and continuous residency for the prior two years from date the SF 85P is submitted to EPA.

6 months or Less. Contractor employees requiring physical access to an EPA controlled facility or access to an EPA information system *for less than 6 months* may be subject to the same requirements, as discussed. However, at a minimum, these contractor employees must have their fingerprints taken, but are not required to submit a completed SF 85P, unless notified by the COR. These contractor employees may have limited and

controlled access to facilities and information systems.

NOTE: Information contained on the SF-85P forms may demonstrate that the employee is not suitable to be given access to an EPA facility or an EPA information system. The contractor should be aware that information on the SF 85P will be screened by EPA. For individuals with admitted derogatory information, issuance of a provisional credential may be delayed pending further investigation. Contractors are responsible for providing qualified personnel in accordance with requirements stated elsewhere in this contract. Any contractor employee found unsuitable to perform as a result of screening or suitability determinations shall be immediately replaced by the contractor. The following are possible "red flags":

Employment - Having been fired from a previous job, or having left under unfavorable circumstances within the past 7 years (Question 12 on the SF 85P);

Selective Service - Failure to register with the Selective Service System; this applies to male applicants born after December 31, 1959 (Question 17 on the SF 85P);

Police Records - Within the past 7 years, any arrest, charge, or conviction that has been upheld for violent or dangerous behavior or a pattern of arrests that demonstrates disregard for the law (Question 20 on the SF 85P);

Illegal Drugs - Illegal use within the previous year, or drug manufacture or other involvement for profit within the past 7 years (Question 21 on the SF 85P)

b) When the contractor Program Manager (PM) is notified of the implementation of the PIV and Suitability of Contractor Personnel, the PM shall submit to the EPA COR, the following summary information, in addition to the required individual information, discussed above:

- ! Contract number
- ! Name, address and phone number of contractor with point of contact
- ! Names of all contractor employees submitting an SF 85P.
- ! Names of contractor employees claiming to have a previous favorably adjudicated Federal background investigation on record.

c) All PIV Cards (badges) must be returned to the COR or EPA badging office at the conclusion of the contract, or when contractor on-site services are no longer required. Failure to return all credentials will result in a cost of \$15 per badge/credential.

d) This requirement must be incorporated into all subcontracts wherein employees whose work under the subcontract requires physical access to an EPA controlled facility or logical access to an EPA information system, for longer than six months.

e) Contractors and their employees have the right to appeal the determination to deny or revoke credentials. The contractor will submit their appeal to the COR. Once EPA has issued a decision on the appeal, it is final and not subject to further appeal.

f) Definitions:

“EPA information system” means - an information system [44 U.S.C. 3502(8))] used or operated by EPA, or a contractor of EPA or other organization on behalf of the agency.

"EPA Controlled Facilities" means --

EPA or Federally-owned buildings or leased space, whether for single or multi-tenant occupancy, and its grounds and approaches, all or any portion of which is under the jurisdiction, custody or control of the agency;

EPA or Federally controlled commercial space shared with non-government tenants. For example, if a department or agency leased the 10th floor of a commercial building, the Directive applies to the 10th floor only; and

Government-owned contractor-operated facilities, including laboratories.

The term does not apply to educational institutions that conduct activities on behalf of departments or the agency or at which Federal employees are hosted unless specifically designated as such by the sponsoring department or agency.